

Continuing Education Requirements for Pharmacy Technicians

Frequently Asked Questions

Question: How many hours of continuing education (CE) do I need to complete before I can renew my registration?

Answer: As a pharmacy technician, you will need to complete 20 hours of continuing education (CE) every two years. However, if you are a new registrant, you can find out how many hours of CE you need to complete on the Minnesota Board of Pharmacy Website.

- Go to www.pharmacy.mn.gov, click on the link labeled “On-Line Service” and login to your registration record. Once in your record you can click on “Continuing Education”. There you will see how many CE hours you will need to complete.

Question: Where on the Minnesota Board of Pharmacy website can I do my CE?

Answer: Continuing Education (CE) is not available through the MN Board of Pharmacy website.

Question: Where can I find CE to complete my technician CE requirement?

Answer: There are many different sources of technician CE, some require a fee. Sources of CE may include:

- Trade associations
 - American Pharmacists Association
 - American Society of Health-System Pharmacists
 - Minnesota Pharmacists Association
 - Minnesota Society of Health-System Pharmacists
 - National Pharmacy Technician Association
- Trade journals
 - Pharmacy Times
 - Drug Store News
 - US Pharmacist
 - Drug Topics
- CE Providers
 - Power-Pak CE
 - freeCE
 - RxSchool
 - Pharmacy Technician Certification Board (PTCB)
 - Pharmacy Tech CE
 - Pharmacy Technician Letter
- Employers - they may have CE available

- Internet - you can search on the internet for “Free ACPE continuing education for Pharmacy Technicians”

Disclaimer: The MN Board of Pharmacy does not endorse any continuing education (CE) courses or programs.

Question: What kind of CE is acceptable?

Answer: The Board accepts programs developed specifically for technicians (or for both technicians and pharmacists) by CE providers that are approved by either the Accreditation Council for Pharmacy Education (ACPE) or by the Board.

Question: I attended an educational program that was not put on by either an ACPE- or Board approved CE provider, can I still get credit for the program?

Answer: Maybe. You can download a [form to request credit](#), fill it out and submit it with proof of attendance. Your submission will be reviewed and you will be notified about whether or not your request has been approved.

Question: When is Continuing Education (CE) due?

Answer: Your CE needs to be completed by July 31st of every odd numbered year.

Question: Can a pharmacy technician use pharmacist CE to complete their CE requirement?

Answer: A technician cannot use pharmacist only CE to complete their technician CE requirement. Please make sure any program that you complete has been approved for technicians alone or both technicians and pharmacists. If you complete a program meant only for pharmacists, the credit will not count towards the Board’s requirement. When printing your proof of CE, there should be a letter “T” printed at the end of your CE course number. “T” is for technician.

Question: After completing my 20 hours of CE should I mail in the proof of completion to the MN Board of Pharmacy?

Answer: You should only mail in proof of completion if requested by the MN Board of Pharmacy. After completing your CE, you will need to log in to your “On-Line Service” record on the Board website and certify that you have completed your CE. **All technicians need to certify that they have completed their CE by July 31 of every odd year.** If you do not certify by that date you will have to show proof of CE before renewing your registration.

Question: How many hours of CE have I already taken?

Answer: The MN Board of Pharmacy does not keep records of the CE courses you have taken. It is your responsibility as a registrant to retain records showing the courses you have completed.

Question: Can you please send me a list of all the courses I have already taken?

Answer: The Minnesota Board of Pharmacy does not keep records of the CE courses you have taken. It is your responsibility as a registrant to retain records showing the courses you have completed.

Question: Where on your website can I see the courses I have taken?

Answer: The Minnesota Board of Pharmacy does not keep records of the CE courses you have taken. It is your responsibility as a registrant to retain records showing the courses you have completed.

Question: Does completing my Minnesota Technician Training requirements fulfill my CE requirement?

Answer: No. The Minnesota Technician Training requirements and Continuing Education (CE) requirements are two separate requirements. See Minnesota Rules 6800.1500 and 6800.3850.

Question: How do I know if I am being audited for completion of CE?

Answer: Each August (of odd numbered calendar years), the Minnesota Board of Pharmacy conducts an audit of technicians that have certified completion of their CE. If you receive an audit letter, you will need to send to the Board proof that you have completed the CE requirements.

Question: I am being audited and need to know what to submit to the MN Board of Pharmacy to show that I have completed the CE requirements.

Answer: Follow the instructions in the letter you received. Submit copies of your certificates of attendance for CE programs offered by ACPE or Board-approved providers or the approval letters issued to you from the Board if you had requested approval for CE courses. Your certificate needs to include your name, the CE course number, the date you completed the CE and the number of credits you received for that CE. If you don't have your certificates you can:

- Go to the original website where you completed your CE and print off the certificates of completion. The certificates of completion may also be called "Statement of Credit" or "History". **OR**
- If you used the CPE monitor you can login to your profile and print a "Transcript".

Note: Make sure you include your name, address and registration number when you submit your CE information to the Board of Pharmacy.

Question: How do I provide my proof of CE completion to the Minnesota Board of Pharmacy?

Answer: If you are audited or if you did not certify your CE completion by the July 31 deadline, you will need to submit proof of CE completion to the Board. You can scan and e-mail it to pharmacy.board@state.mn.us. You can fax it to (612) 617-2262. You can also mail it to the MN Board of Pharmacy, 2829 University Ave. SE, Suite 530, Minneapolis, MN 55414. **Be sure to include your name, registration number and phone number on any communication with the Board.**

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